

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE	PAGE OF PAGES
2. AMENDMENT/MODIFICATION NO. PR-HQ-02-10552/0001	3. EFFECTIVE DATE 08/12/02	4. REQUISITION/PURCHASE REQ. NO. PR-HQ-02-10552	5. PROJECT NO. (If applicable)
6. ISSUED BY Environmental Protection Agency Bid and Proposal Room, Ariel Rios Building (3802R) 1200 Pennsylvania Avenue, N.W. Washington, DC 20460	CODE	7. ADMINISTERED BY (If other than item 6)	CODE
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)		(✓)	9A. AMENDMENT OF SOLICITATION NO. PR-HQ-02-10552
			9B. DATED (SEE ITEM 11) 07/24/02
		✓	10A. MODIFICATION OF CONTRACT/ORDER NO.
			10B. DATED (SEE ITEM 13)
CODE	FACILITY CODE		

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☒ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☒ is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning 1 copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)**13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

(✓)	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not, ☐ is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) VALOREE S. LILLEY	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA (Signature of Contracting Officer)	16C. DATE SIGNED

NSN 7540-01-152-8070

PREVIOUS EDITION UNUSABLE

30-105

STANDARD FORM 30 (REV 10-83)

Prescribed by GSA
FAR (48 CFR) 52.243

AMENDMENTS TO THE SOLICITATION

1. The attachment entitled "TECHNICAL QUESTIONS AND ANSWERS" has been added. The text is as follows:

Q: In Section L.11.B of the RFP, EPA indicates that the proposal should consist of four parts: (1) Cover Letter; (2) Offer; (3) Technical Staffing; and (4) Cost/Business Proposal. The instructions further state that these parts should be separated by tab dividers. Please clarify if EPA intends that the Offer and Cost/Business Proposal portions of the proposal should be included in the same volume as the Cover Letter and Technical Staffing portions, or should they be bound separately and sealed. Further, should subcontractor Offers and Cost/Business Proposal information be submitted in the same fashion?

A: The Cost Business Volume should be separate from other parts of the proposal. Subcontractor cost proposals should be submitted in accordance with that particular subcontractors preferred method. If their required method is separately bound and sealed, then the prime contractor is responsible for ensuring that the subcontractor's proposal is received by the required closing date and time.

Q: Please clarify in RFP Section L.11.A whether the restriction on size of print type for regular text print also applies to text contained in charts and/or matrices.

A: The regular text print should be used in the text contained in charts/and or matrices, if at all possible. However, if this cannot be done, different text **MUST** be legible.

Q: RFP Section L.11.C2(a) indicates that the Offeror should identify both primary and secondary task leaders. However, the evaluation factors for award identified in RFP Section M.6 indicate that only the qualifications of five Key Personnel will be evaluated. Please clarify whether the Key Personnel section should include qualifications for only the primary task leader, or both the primary and secondary task leaders. Also, please clarify whether the Key Personnel listed in RFP Section H.22 should include both primary and secondary task leaders.

A: The Key Personnel listed in section H.22 (which is for the initiation of the contract) should include only the primary task leaders. However, the Key Personnel in any other section should include both the primary and the secondary task leaders. As stated, the primary task leaders may have no more than three pages for each resume;, but, the secondary team leader shall have no more than one page.

Q: In RFP Section L.11.C.2(a), Resumes for Proposed Key Personnel, may the Offeror include additional information on Key Personnel beyond just the page-limited resumes? This question also applies to RFP Section L.11.C.1 for the Past Performance Reference Matrix.

A: As stated in L.11.A there is no page limitation overall, but where a page limitation is stated herein, for a particular proposal section or part, it must be adhered to.

Q: Please clarify if the matrix of staff availability and overall time commitment described in RFP Section L.11.C.2(c) applies only to proposed Key Personnel.

A: The matrix of staff availability and overall time commitment in this section applies only to proposed Key Personnel.

Q: RFP Section L.11.C4 indicates that the Offeror shall describe both its Quality Assurance Management Plan and Quality Assurance Project Plan in the proposal. Further, RFP Section M.6 does not allocate any points for the evaluation of either the QAMP or QAPP. However, RFP Sections M.2 and M.3 seem to indicate that offeror's should submit both a QAMP and QAPP as part of their proposal. The discussion under "Quality Assurance Requirements" on page 1-17 of the statement of work (SOW), on the other hand, indicates that a QAMP should be submitted with the proposal but that QAPPs would be submitted in response to individual Work Assignments, when required. Please clarify whether EPA expects either a QAMP or a QAPP to be submitted as part of the proposal.

A: All offerors are required to submit, with their proposal, a QA Management Plan for the offeror's company and a QA Project Plan for the work specified in the Statement of Work. Per M.3 the plans will be reviewed as acceptable or unacceptable and therefore will not be scored. The QAPP will be required for certain work assignments issued against the resultant contract.

Q: RFP Section M.6 indicates that an Offeror's use of small disadvantaged business concerns and the adequacy of the Offeror's facilities are evaluation factors. However, Section L.11 does not indicate where in the proposal this information should be described. Please clarify where in the proposal EPA would request this information be presented.

A: Per L.11.A this information should be included in Part II of the offer.

Q: RFP Section L.11.E.6 Instructions states that "the Offeror shall use the overhead slides submitted to the Government with its proposal when making its oral presentation, without any alteration." Does this mean that one or more copies of the oral presentation must be submitted in Part II of the Written Proposal as described in RFP Section L.11.A or are the copies of the oral presentation first presented to the Government at the time of the oral presentation?

A: Copies of the oral presentation slides must be submitted in Part II of the written proposal as described in Section L.11.A.

Q: RFP Section L.11.E.6 states that the Offeror may not "present or distribute" any documentation during the oral presentation besides the 15 page briefing. May the Offeror bring into the oral presentation room materials, such as written reports, handwritten and typed notes, and laptop computers, and use these materials to help prepare answers to the pop quiz and clarifications from the Government? May the Offeror also bring speakers notes for help in presenting the understanding and approach?

A: The offeror may bring any material needed for them to make their oral presentation, however, these materials will not be distributed to the evaluation panel for their review.

Q: The instructions for the oral presentation limit to eight the number of lines per page. Does this limitation apply to a statement, which appears as on every page of the Offeror's proposal, in which the Offeror seeks to restrict the Government's use or disclosure of data on the page?

A: The disclosure statement does not apply to the lines per page limitation.